

Leadership Search



Head of Primary School The British School Manila *Manila, Philippines*

Application Deadline: 15 October 2021
Start Date: 1 August 2022

ISS is pleased to conduct this full search.
Learn more how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment

Position Overview

Are you ready to take on the exciting challenge of leading an exceptional Primary School as part of a high performing team, in a top international school, a school with an outstanding track record, and with a strong commitment to continuous improvement?

The British School Manila seeks to appoint for August 2022 an exceptional Primary Head, eager to make a 5-to-6-year commitment to leading and developing the BSM Primary School and advance the Vision and Mission of our outstanding school. BSM is a vibrant teaching and learning environment; a school accredited by the Council of International Schools (CIS), Accrediting Commission for Schools-Western Association of Schools and Colleges (ACS-WASC), and International Baccalaureate Diploma Programme (IBDP). In our Head of Primary, we seek a reflective collaborator with a breadth of experience as a primary practitioner and leader who is innovative, enthusiastic, highly motivated, committed to well-being and learning focused.

BSM Primary follows the National Curriculum of England for English and Maths. Alongside this we offer specialist subjects and Project-based Learning units that drive our Vision and Mission aspiration of developing students as global citizens. These units are concept-based, authentic, challenging and develop learning skills, understandings, and values that we hope will enable students to be able and willing to contribute positively to their world to make it sustainable, peaceful, and fair.

Education and Experience

Minimum

- A Bachelor's degree and postgraduate professional qualification
- Experience in International education
- Experience in a Senior Leadership role
- Experience in British style curriculum delivery and development
- Evidence of continuous professional learning

Preferred

- A Master's degree in Education
- A breadth (across Key Stages) and depth (a range of environments) of school leadership experience
- Experience in leading international accreditation processes
- Experience in leading in multicultural environments

Mission and Goals

The Head of Primary:

- Embraces and upholds the BSM School Vision and Mission
- Communicates in a passionate way the BSM guiding statements through actions, messaging, and leadership across the BSM community
- Develops and fosters a shared vision amongst stakeholders
- Demonstrates and develops engaged global citizenship
- Demonstrates compassion, well-being understanding and personal engagement
- Develops strong and collaborative relationships with all members of the BSM community
- Leads by example with integrity, creativity, and resilience
- Questions, listens, consults, and collaborates, and reflects on decisions and actions
- Guides fun student learning processes and pedagogical practices in an inspiring environment, implementing a dynamic curriculum of impeccable international standards

Profile and Function

The Head of Primary:

- As an innovative and collaborative leader, works closely with the various school teams to achieve the BSM Vision and Mission
- Leads, develops, and motivates the BSM Primary School in an inspired, motivated, and dynamic way
- Inspires and motivates students, staff and the broader BSM community
- Places student learning and well-being first and strives for each student to flourish
- Upholds and develops the highest international educational standards
- Applies astute strategic planning and implements sound operational processes to achieve goals
- Effectively recruits and retains the best qualified and experienced practitioners
- Supports all staff, providing meaningful opportunities for growth and development.
- Understands, supports, and implements contextual well-being for teachers and students
- Provides and nurtures a caring and supportive environment
- Tracks and engages with contemporary educational theory and practices
- Drives participation in, and support for the Sporting, Arts, Service and Sustainability and broader school ASA programme
- Models excellence
- Works in close collaboration with other international schools regionally and internationally, other regional and international organisations: CIS, FOBISIA, EARCOS, etc. and professional learning providers

Responsibilities

Key Working Areas

- Curriculum Leadership of Primary academic processes including:
 - Review, Development, and Implementation of curricula
 - Planning, Curriculum delivery and Assessment
 - Professional Development Planning and appraisal
 - Mentorship and solutions-focussed coaching
 - Staff development and training
- Coordination and Management of all Primary administrative functions including:
 - Admissions
 - Budget
 - Calendar
 - Timetable
 - Record keeping
 - Staff Meeting agendas, minutes, outcome reports, etc.
 - Site development and management
- Other:
 - Participation in and contribution to whole school Leadership Team functions
 - Production of Board reports and participation at Board meetings as required
 - Involvement in Primary and whole school development and strategic planning
 - Communication: Newsletter articles, videos, letters to parents, memos to staff, etc.
 - Admission, PR, and Marketing processes: School tours, interviews, feedback to parents, and admissions
 - Parental engagement
 - Coordinate with Primary Learning Support and Student Support Services

Special Tasks/Goals

- CIS/WASC accreditation
- Continued strategic development

Salary & Benefits

- Highly competitive salary and superannuation.
- Benefits include:
 - Relocation and settling-in allowance
 - Start and end of contract flights
 - Annual flight allowance
 - Furnished housing / housing allowance
 - School fee discounts (90%) for dependents
 - Group medical and dental cover

Full details to be provided to short-listed candidates.

The School

The British School Manila (BSM) is a not-for-profit international school operated by British Education Inc. We would advocate that we are a 'Educational Establishment of British International Character.'

BSM's present operating and governance structure has provided an educational establishment that has, for the past 40 years, served the needs of the diplomatic and expatriate communities and the Philippines exceptionally well. The school has an outstanding reputation in international education, plays a significant role in supporting the ongoing social and economic development of its host country and is an asset to the capital city, Manila.



Mission & Core Values

Mission

The British School Manila provides an outstanding holistic international education for British children and English-speaking children of other nationalities. We aim to develop students as global citizens who are equipped with skills and understanding to be able and willing to contribute to making their world more peaceful, fair and sustainable.

Our students will develop to:

- be happy, healthy and manage their own well being
- be resilient in adversity
- realise their potential through application and effort
- thrive with challenge and accept that risk taking and making mistakes are positive parts of learning
- reflect, self-assess and drive their own learning
- be confident in expressing and being themselves
- be respectful, honest and kind
- have integrity and take responsibility for their own actions

To achieve this BSM will:

- be a learning community where all members have a desire to be life-long learners and strive for excellence
- foster a friendly family atmosphere that nurtures a community feeling
- meet the emotional, physical, creative and cognitive needs of all children
- use an adapted form of a British curriculum along with the IB Diploma programme and intercultural learning
- use technology to enhance learning
- provide authentic skill based learning opportunities
- provide a wide range of holistic opportunities that allow students to discover their interests

Core Values

A dedication to excellence

We aim to be the best version of ourselves. We are a professional learning community committed to continuous improvement. Our collaborative culture is embodied in practices and norms that are innovative, progressive and grounded in current research.

A commitment to a positive school climate

We develop a school climate where every member of our community is valued, appreciated and respected. We nurture relationships which support personal and professional growth. We value and invest in the well-being of our community as a whole. Our school climate allows all members of our community to flourish.

A contribution to community

We collectively promote a community that is supportive and nurturing, where all members contribute to well-being and holistic learning. The strength of our school community comes from our shared values and we embrace our responsibilities to help others. We aspire to model exemplary relationships within BSM and wider communities to impact positively and sustainably on the lives of others.

Overview

History

The British School Manila was established in 1976 in the old Union Church with only 36 students. Over the course of almost fifty years, the school has grown, developed and evolved into what it is today.



Accreditation

The British School Manila (BSM) is fully accredited with the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC). BSM is partnered with CIS and WASC as accreditation bodies because we view them as the most robust accreditation bodies available to international schools.



Accreditation with CIS and WASC both endorses and ensures the quality of education provided by BSM while supporting our focus on school improvement.



Curriculum

The school provides the highest quality British education, following an adapted form of the English National Curriculum from Nursery to Year 9 designed to inspire learning through being both relevant and flexible. In years 10 and 11 our students are prepared for (I)GCSEs (a UK based qualification) and Years 12 and 13 for the International Baccalaureate Diploma. In all comparative assessments, children at BSM perform well above UK and international expectations.

Learning at BSM is framed by international curriculum models. These are adapted and developed to meet the needs of our multi-national student body and the programmes are designed specifically to support students to access top universities worldwide, transfer from BSM to other international schools and to be fully prepared to re-enter the education system in the United Kingdom.

BSM is fully accredited through the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC) these are considered the premier accreditation agencies for international schools worldwide. Class sizes are small (16-22) and all our teachers are UK or Commonwealth trained and/or experienced.

The British School Manila is proud to uphold the highest standard of British education whilst taking full advantage of its multi-cultural setting and its location in Manila and the Philippines.



Technology

British School Manila has always been committed to bringing out the best in our students, so they are able to take their productive place as effective global citizens. This is clearly defined in the school's Purpose Statement, Core Values and Student Vision.

As part of this commitment, BSM has always and continues to embrace new technology so students can learn and develop the ever-changing skills necessary for life-long learning in the 21st Century workplace.

Please find links to the relevant resources below:

- **BYOD@ BSM** - Here you will find information pertaining to the BYOD (Bring Your Own Device) at BSM
- **Applications** - A link to the applications students will need on their devices
- **Digital Citizenship** - Resources for using Technology Responsibly
- **Digital Safeguarding** - Resources for using Technology Safely
- **Responsible Use Policy** - Policy stating how technology should be used at BSM
- **Learning Resource Center Resources** - Resources on how to access Online Library and Kerbside Borrowing
- **Technology Tutorials** - Videos and documents that will help you with applications used in the BYOD Program

Arts, Athletics, & After School Activities

We have an extensive and rich Arts programme that runs through all year groups and is supported by a significant number of Art afterschool activities (ASAs). We also focus a number of assemblies annually on Art and have a number of exhibitions within the school.

Our Drama programme is rich and diverse and is supported by a significant number of Drama afterschool activities (ASAs) available for all age groups. In the Primary School each year group works towards a performance-based assembly, and we put on a minimum of two major productions per year in the Senior School.

Our excellent music programme which runs as both part of our curriculum and provides opportunities for students to perform, these opportunities include a Senior Choir, Primary Choir, String Groups, Primary Orchestra, Senior Orchestra, school Jazz Band and our Senior Rock Band. We also have an extensive peripatetic programme and many music ASAs.



We have an extensive and inclusive sports programme which runs as both part of our curriculum and provides opportunities for students to compete for the school within Manila and internationally. We open our doors to local clubs and groups in the Metro Manila area to support the development of sporting programmes and we regularly compete with and invite local clubs, schools and organizations to tournaments run at BSM. We also have an extensive range of sporting and physical ASAs. The range of sports we compete in are Athletics, Badminton, Basketball, Cricket, Football, Rugby, Swimming, T-ball/Softball, Table Tennis, Tennis and Volleyball.

Our After School Activities (ASAs) aim to provide all our students with the opportunity to lead an active and balanced lifestyle which is consistent with their abilities, hobbies, and interests.

Programmes in our fully inclusive ASA offering are fun and enjoyable, designed for all our students to develop relationships with peers and teachers that promote a sense of belonging. The appropriate level of challenge offered in all our programmes supports our students to develop their abilities to self-regulate and their capacity for growth and resilience.

Online ASA Programme

Given our current situation, these interactions have never been so important. We have therefore created an online ASA programme that has a strong focus on student well-being and positive relationships between staff, friends, and family members.

BSM offers a wide breadth of online activities in seven ASA Categories including Academics, Active, Creative, Leisure, Service, STEM, Sport. There are over 60 ASA sessions every week with options for year 2 to 13.

The majority of our programmes take place after school between 3.00-4.00pm; with a few programmes running on the weekend. The majority of our ASAs are led by teachers, whilst others are led by ASA Activity Leaders with a small minority being led by externally provided organisations.

Students

EYFS is part of the Primary School and includes Nursery and Reception for ages 3 to 5.

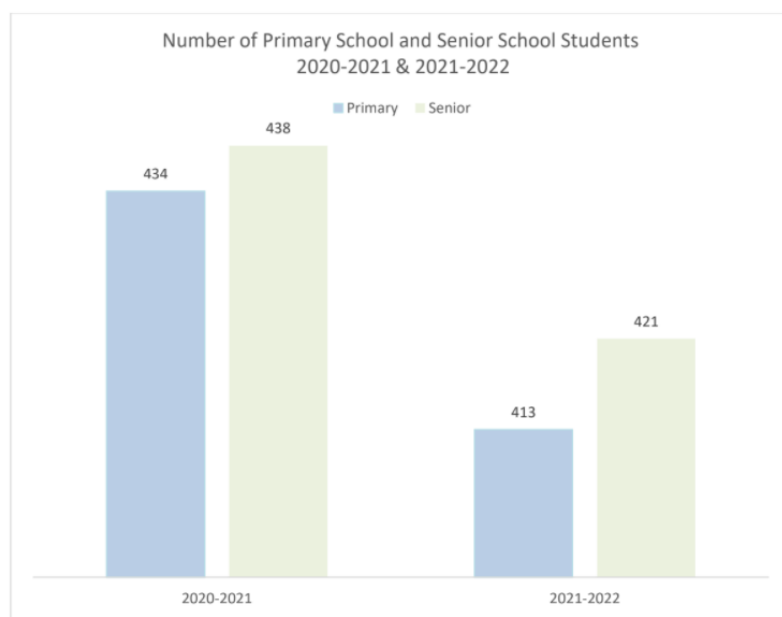
KS1 is part of the Primary School and includes Year 1 to 2 for ages 5 to 7.

KS2 is part of the Primary School and includes Years 3 to 6 for ages 8 to 10.

KS3 is the first stage of the Senior School and includes Years 7 to 9 for ages 11 to 13.

KS4 is within the Senior School and includes Year 10 and Year 11 for ages 14 to 16.

Key Stage 5 is within the Sixth Form and includes Year 12 and Year 13 for ages 16 to 18.



Faculty

All the teaching staff at BSM have either U.K. or U.K. recognised teaching qualifications. All also have at least two years' experience of the British curriculum or International Baccalaureate prior to joining the school, although most have been involved in British curriculum schools for much longer. In the Senior School, many of our teachers come to us with experience of teaching the International Baccalaureate as well as the British system.

In the Primary School, most teachers are class teachers. In other words, they will teach most of the subjects on the timetable to their class. However, there are specialist teachers for P.E., swimming, French, music, Mandarin, Spanish and art.

In the Senior School, students move around the school to different subject areas for their lessons and are taught by subject specialists.

Professional Development

BSM recognises that all staff play a vital role in the achievement of high standards and in providing our students with the best opportunities matched to their needs. As a result, we believe that all staff (teaching and non-teaching) and Governors in our school are entitled to professional development opportunities in order to enable them to fulfill their role more effectively, and to develop those skills that are important to them.

BSM supports CPD for the following reasons:

1. It helps everyone be more effective in their jobs
2. Contribute to a positive ethos within the school
3. Makes for a learning community
4. It is a professional responsibility and entitlement
5. Improves retention and recruitment

CPD can be broken down into 3 main groups:

- **Professional training:** short courses, workshops, conferences emphasising practical information and skills
- **Professional Education:** longer courses emphasising theory and research-based knowledge
- **Professional Support:** activities that aim to develop on the job experience and performance.

BSM sees the main purpose of the CPD as:

- Updating and extending professional knowledge and skills on new developments and areas of new practice - to ensure continuing competence in their jobs and raising standards.
- Training for new responsibilities and for a changing role - developing new areas of competence in preparation for a more senior role.
- Developing personal and professional effectiveness and increasing job satisfaction - increasing competence in a wider context with benefits to both professional and personal roles.
- Developing whole school initiatives.



To summarise, BSM sees CPD as a collective responsibility of both school and staff member, an ongoing process of education, training, learning and support activities. We are committed to seeking the best opportunities for our staff and try as such to use a wide range of opportunities and providers both inside and outside BSM and the Philippines.

BSM is sensitive to its environment and is constantly evolving its CPD programme. The key to professional development is the relationship between the learning of the teachers and the learning and achievement of the students.

Governance

The British School is operated by British Education Inc. We are governed by a 12-member board that is comprised of four elected members and eight appointed positions. The BSM Board of Governors is overseen by a five-member Council of Trustees which includes members of the British Embassy and the Australian Embassy.

As a non-profit school, all revenue from fees is used to invest in the education of our students and the maintenance and development of our school facilities and resources. Day to day BSM operations are led by our Head of School, supported by our Chief Operating Officer, our Head of Primary School and Head of Senior School. The Leadership team is responsible for curriculum, teaching and learning, operations, staffing, budgets and facilities and works closely with the Board of Governors to ensure excellence in these areas.

Leadership Team

- Head of School
- Head of Senior School
- Head of Primary School
- Chief Operating Officer



Board of Governors

- Chairman of the Board
- Vice Chairman and Finance and Administration Governor
- Governance and Quality Assurance Governor
- Personnel Governor
- Health, Safety, Environment and Security Governor
- Development and Buildings & Maintenance Governor
- Information & Communication Technology Governor
- Communication and Image Governor
- Community Governor for Primary School
- Community Governor for Senior School
- Social Responsibility Governor
- PTA Governor

Primary School

Overview

As a British primary school, the curriculum is based on the English National Curriculum, for English, Mathematics and Science and we integrate ICT into all that we do.

For humanities, your children will follow inquiry-based units based on the United Nation's Sustainable Development Goals and the key concepts of:

- Interdependence
- Choice
- Nature
- Systems
- Society
- Change

We recognise our students as global citizens and we want to develop them further, so they are equipped with skills, understanding and values to be able and willing to make a difference in their world. Each Primary Year group also has a service-learning partner, which gives our students the opportunity to contribute to their local communities. In addition, we place a strong emphasis on Sport and the Arts (music and art) – with specialist teachers in these areas and wonderful facilities. Students learn Mandarin from Reception with the addition of French or Spanish when they reach Year 5.

We have a comprehensive Co-Curricular Programme that offers a broad range of additional opportunities to develop creativity and collaboration, and a Residential Programme from Year 2 onwards that fosters resilience, independence, leadership and social skills.



Campus

Location

Our school is located in pedestrian-friendly Bonifacio Global City, a modern financial district, with outstanding access to family-friendly restaurants, shops and other facilities. High Street is the hub and is frequently used for international festivals, showcasing music, art and culture.



**BRITISH SCHOOL
MANILA**
ESTABLISHED 1976

Stay Connected BSM Social Media

 **TWITTER** @BSM_1976

 **INSTAGRAM** thebritishschoolmanila

 **LINKEDIN** The British School Manila

 **FACEBOOK** The British School Manila

To have access to "BSM, It's Time to Roar".
Please contact marketing@britishschoolmanila.org for an invite

Fast Facts

Year Established	1976
Accreditation Agency	CIS / WASC / IBO
School type	INTERNATIONAL K-13
Language of Instruction	English
Total Enrollment	840
Primary School Enrollment	417
Senior School Enrollment	423
Average Class Size	20
Student Age Range	3+ (Nursery) to 17+ (Y13)
Average % Home Country Nationals	30%
Student Nationalities	40
Percentage of Annual Student Turnover	20% (including Y13 IB Cohort, end of 20/21)
Number of Faculty	84
Faculty Nationalities	America, American-Romanian, Australian, British, Canadian, Chinese, Colombian, Dutch, Filipino-American, Filipino, French, German, Indian, Indonesian, Irish, South African, Swiss, and Taiwanese
Percentage of Annual Faculty Turnover	11%

Application Instructions

Effective Date: August 1, 2022

Application Deadline: [15 October 2021](#)

Pauline O'Brien, Director of ISS Global Recruitment, will serve as the lead consultant for The British School Manila Head of Primary School search. She will be assisted by members of the ISS Administrative Search Team.

Instructions for Former Candidates

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[The British School Manila Head of Primary School](#)

Instructions for New Candidates

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

Once you are logged in, please select the following link to apply to this position:

[The British School Manila Head of Primary School](#)

Instructions for ISS EDUrecruit Candidates

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[The British School Manila Head of Primary School](#)

Our considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

Applicants are asked to apply as early as possible, as International Schools Services (ISS) and The British School Manila reserve the right to close the selection process at any time.

Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.

ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. You can read more about our commitments [here](#).

